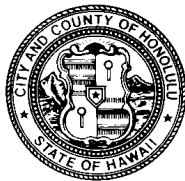


**ETHICS COMMISSION  
CITY AND COUNTY OF HONOLULU**

925 DILLINGHAM BOULEVARD, SUITE 190 • HONOLULU, HAWAII 96817  
PHONE: (808) 768-9242 • FAX: (808) 768-7768 • EMAIL: [ethics@honolulu.gov](mailto:ethics@honolulu.gov) • INTERNET: [www.honolulu.gov/ethics](http://www.honolulu.gov/ethics)



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ASSISTANT EXECUTIVE DIRECTOR  
AND LEGAL COUNSEL

**AGENDA**

Date: December 21, 2022

Time: 11:30 a.m.

Location: Kapalama Hale Conference Room 153  
925 Dillingham Boulevard

AND VIA

Webex: Meeting Link:  
<https://cchnl.webex.com/cchnl/j.php?MTID=mcd51e50697dbfe8f7260cba5fad52692>

Meeting Number (Access Code): 2496 413 7840

Meeting Password: ECmeeting (32633846 from phones and video systems)

Join by phone 1-408-418-9388

You may testify in person, during the video conference, or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your microphone except to testify.

Each speaker is limited to a three-minute presentation on each item.

**MEMBERS OF THE PUBLIC ARE ENCOURAGED TO SPEAK  
AND/OR SUBMIT WRITTEN TESTIMONY ON ANY AGENDA ITEM**

**ORDER OF BUSINESS**

I. Call to Order, Public Notice, Quorum

II. New Business

A. Chair's Report

1. Announcements, Introductions, Correspondence, and Additional Distribution
2. For Action: Approval of Open Session Minutes of August 17, 2022
3. For Action: Approval of Open Session Minutes of October 19, 2022

B. Executive Director and Legal Counsel's Report

1. Staffing – Update
  - a. Office Renovation
  - b. Work Reports Summary
  - c. Recruitment – Private Secretary II
2. Statistics – Update
  - a. Social Media: Website Sessions, Twitter
  - b. Financial Disclosure Filings
  - c. Lobbyist Registrations
  - d. Investigations
3. Budget
  - a. Executive Operating Budget (FY23) – No Update
  - b. Executive Operating Budget (FY24) – Update
4. Education and Outreach – Update
  - a. Ethics Training Program
    - i. All City Employee Mandatory Ethics Training (CY21–CY22)
      - (i) All City Employee Mandatory Ethics Training Survey Report (FY19–FY20)
    - ii. Board Member and Commissioner Mandatory Ethics Training (CY21–CY22 and CY23–CY24)
    - iii. Department of the Prosecuting Attorney (PAT) Specialized Training – Report
    - iv. Customer Services Department (CSD) Specialized Training – No Update
  - b. E-newsletter, Brochures
    - i. *The Compass*, Gifts – October 31, 2022, Back of Paystub (BOPS)
    - ii. *The Guardian* – October 2022 – Council on Governmental Ethics Laws (COGEL)
5. Legislation
  - a. Bill 26, CD2 (2022) – Gifts – Update
6. Education Opportunities (Commissioners and Staff) – Update
  - a. COGEL 2022 Annual Conference, December 4-7, 2022 (Montreal, Quebec, Canada) – Report
  - b. Society of Corporate Compliance and Ethics (SCCE) 22<sup>nd</sup> Annual Compliance and Ethics Institute, October 2-5, 2023 (Chicago, IL)
  - c. COGEL 2023 Annual Conference, December 2023 (Kansas City, MO)

### III. Strategic Planning – Update

#### A. Permitted Interaction Groups to Review Strategic Plan Top Priorities

1. Permitted Interaction Group – Conflict of Interest – (Commissioners Amano, Marks, Suemori) – Report
2. Permitted Interaction Group – EDLC 360 Evaluation – (Chair Monk, Commissioner Amano) – Report

#### B. Unfinished Business

1. Legislative Drafting
  - a. Financial Disclosures – No Update
2. FOR DISCUSSION AND DECISION: Policy on Referral of Ethics Concern to Law Enforcement
3. FOR DISCUSSION: Delegation of Authority to Ethics Commission Staff to Initiate Complaints, Proposed Legislation

### IV. Executive Session Determination

- A. For Discussion and Action: Should the Ethics Commission Exercise Its Discretion to Consider a Request for Review of Staff’s Preliminary Determination of August 15, 2022, Regarding Alleged Violation of the Standards of Conduct by a City Employee (Ethics Commission Rules of Procedure Section 5.5(2)(b))

### V. Executive Session (The following agenda item will be reviewed in executive session pursuant to Section 92-5(a)(4), Hawaii Revised Statutes, to consult with the Commission’s attorney on questions and issues pertaining to the Commission’s powers, duties, privileges, immunities and liabilities.)

- A. For Action: Request for Review of Staff’s Preliminary Determination of August 15, 2022, Regarding Alleged Violation of the Standards of Conduct by a City Employee (Ethics Commission Rules of Procedure Section 5.5(2)(b))

### VI. Adjournment

- A. Next Meeting: February 15, 2023

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## SPEAKER REGISTRATION

Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number, and agenda item via email at [ethics@honolulu.gov](mailto:ethics@honolulu.gov); or by calling (808) 768-9242.

On the Day of the Meeting: Persons who have not registered to testify by the time the Commission meeting begins will be given the opportunity to speak on an item following oral testimonies of registered speakers.

Each speaker is limited to a three-minute presentation on each item.

## **WRITTEN TESTIMONY**

Prior to the Day of the Meeting: Testimony may be emailed to [ethics@honolulu.gov](mailto:ethics@honolulu.gov) or faxed to (808) 768-7768.

On the Day of the Meeting: Submit 10 copies of written testimony to Commission staff at 925 Dillingham Blvd., Suite 190, Honolulu, Hawaii 96817.

*If you need an auxiliary aid/service or other accommodation due to a disability or an interpreter for a language other than English, please call the Honolulu Ethics Commission at (808) 768-9242 between 7:45 a.m. and 4:30 p.m. or send an email to [ethics@honolulu.gov](mailto:ethics@honolulu.gov) at least four (4) business days before the scheduled meeting. It may not be possible to fulfill requests received after this date.*

*All handouts will be posted at [www.honolulu.gov/ethics/meetings.html](http://www.honolulu.gov/ethics/meetings.html)*